

Rocky Intertidal Monitoring Protocol for Redwood National and State Parks, CA

Standard Operating Procedure (SOP) # 16: Revising the Protocol

Version 1.00 (March 2008)

Revision History Log:

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version
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This Standard Operating Procedure (SOP) explains how to make changes to the Redwood National and State Parks' Rocky Intertidal Monitoring Protocol, the narrative, and the accompanying SOPs, and how to properly track these changes. Any persons making changes to the protocol should first read this SOP to ensure that proper reviews are conducted and documentation standards are followed.

I. General Considerations

This Rocky Intertidal Monitoring Protocol, the narrative, and accompanying SOPs have been implemented using best-fit methodologies and protocols for the collection and analysis of long-term marine rocky intertidal resource data. However, standard protocol, regardless of how appropriate its method, will require editing as new and/or different information becomes available.

Any persons asked to edit the Protocol Narrative, or any of supporting SOPs, will need to follow this outlined procedure carefully in order to eliminate confusion as to which methods were employed when data were collected and analyzed. It is equally important to articulate any new or changed procedures as clearly and concisely as possible for credible interpretation of data acquired after the implementation of the change.

Procedure for Revising Protocol

1. For individual SOPs, edits should be made in a timely manner and may occur with, or without, review of this entire sampling protocol.
2. Edits are reviewed for both clarity and technical appropriateness. Small changes or additions to existing methods will be reviewed internally by Inventory and Monitoring (I&M) Natural Resources staff. If a complete change in methods is undertaken, then an outside review is required. We will utilize regional and/or

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national National Park Service (NPS) staff with expertise in appropriate marine research and data analysis as reviewers. Experts in research and statistical methodologies outside of the NPS, particularly with recognized academic affiliations, will also be utilized from time to time in the review process.

3. Document edits and protocol versioning in the **Revision History Log** (example below) which accompanies the protocol narrative and each SOP. Log changes to only that protocol narrative or SOP being edited. Version numbers increase incrementally by the hundredths (e.g., version 1.01, version 1.02, etc.), reflecting minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0, etc). Record the previous version number, date of revision, author of the revision, identify paragraphs and pages where changes were made, and the reason for making the changes. Assign the corresponding new version number.
4. Inform the Data Manager and I&M Resources person about changes to the protocol narrative or SOP, so that the new version number can be incorporated in the metadata of the project database. The database may have to be edited by the Data Manager to accompany changes in the protocol narrative and SOPs.
5. Post the updated version(s) to the intranet and intranet websites, NatureBib, and the Protocol database. When possible, notify and/or forward a copy of the revised protocol or narrative to individuals with a previous version.

Example of Logging a Change to Revision History Log

Revision History Log:

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version
---	March 07	K.Cox	----	Original	1.00
1.00	May 07	J. Smith	Added additional steps to SOP #16	Approved Modification to existing protocol	1.01